

**UTAH ADULT EDUCATION**  
**2008-2009**  
**SUPPLEMENTAL FUNDING APPLICATION**  
**For Adult High School Completion (AHSC),**  
**Adult Basic Education (ABE), and**  
**English for Speakers of Other Languages (ESOL)**

**PLAN TIME LINE**

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July 1, 2008 – September 30, 2008

School districts who received less than one percent (1%) of the state's total allotment of adult education funding and did not carry forward funding from the previous year may apply. Funds may be used for special program needs or professional development.

October 1, 2008 – May 1, 2009

All remaining eligible school districts may apply for any balance of supplemental funding.

Send one (1) original and one (1) copy to:

Marty Kelly, Coordinator, Adult Education  
Utah State Office of Education  
PO Box 144200  
Salt Lake City, UT 84114-4200  
[Marty.kelly@schools.utah.gov](mailto:Marty.kelly@schools.utah.gov)

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Questions can be asked of all Adult Education personnel:

Marty Kelly	(801) 538-7824
Jeff Galli	(801) 538-7989
Shauna South	(801) 538-7849
Sandra Grant	(801) 538-7844
Vickie Hart	(801) 538-7572
Kellie Tyrrell	(801) 538-8721
Carol Burns	(801) 538-7679

# Application for Supplemental Adult Education Funding

District Name:

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Street Address:

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City:

State

Zip

UT

84

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Project Starting Date:

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Project Completion Date:

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Descriptive Name of Program (check all that apply):

☐ AHSC

☐ ABE

☐ ESOL

## Project Director

Name:

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Title:

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Signature:

Date:

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Telephone:

Fax:

E-mail:

(     )                      (     )                      \_\_\_\_\_

## **Part 1: Program Narrative**

**Instructions:** Summarize your intended use of supplemental funds on this single page. Clearly state the desired outcomes and describe how they will be achieved.

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(This section will become part of the program review process.)

## Part 2: Budget Summary/Explanation

**Instructions:** In the spaces below, indicate proposed budget allotments for supplemental funding and provide concise explanations. It is not necessary to use all budget categories. Refer to the Resource Packet for specific descriptions of budget categories and indirect cost rates.

Budget Category	Budget Allotment	Explanation
A. Salaries (100)		
B. Employee Benefits (200)		
C. Purchased Professional /Technical Services (300)		
D. Purchased Property Services (400)		
E. Other Purchases (500)		
F. Travel (580)		
G. Supplies and Materials (600)		
H. Other (800)		
I. Total Direct Costs (Lines A through H)		
Indirect Costs		
L. Property (700)		
M. TOTAL (Lines I through L)		

## **Part 3: Supplemental Funds**

**Instructions:** This section defines supplemental funding and describes the process by which districts may access these funds.

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### **Definition:**

Pursuant to Utah State Board of Education Rule R-277-733-9, two percent (2%) of total state adult education funds are identified for supplemental support. This figure is noted in the state adult education allocation table distributed to each school district that offers a viable adult education program. These funds may be allotted to respective school districts for special program needs or professional development, as determined by a competitive application process.

### **Application Process:**

1. School districts with pre-approved carry-over adult education funds from the previous year are ineligible to apply.
2. For the first quarter of the fiscal year (July through September), priority for supplemental funding will be given to school districts whose initial adult education allocation is less than one percent (1%) of the state's total as indicated on the state allocation table.
3. If there is a balance of supplemental funds after the first quarter of the fiscal year, all remaining eligible districts may apply.
4. The Supplemental Funding Application can be found on the USOE Adult Education Services website.

### **Evaluation of Application:**

As with all competitive application processes, approval of funding (full or in part) is based upon the merits of the respective program for which funding is sought, e.g., allowable activities, cost/benefit, previous program performance (measurable outcomes), innovation, etc.